

MARYLAND DEPARTMENT OF JUVENILE SERVICES



POLICY & PROCEDURE

SUBJECT: Behavior Management Program for DJS Detention Facilities
NUMBER: RF-10-07 (Residential Facilities)
APPLICABLE TO: Employees of Detention Facilities
EFFECTIVE DATE: January 3, 2008

Approved: "/s/signature on original copy"

Donald W. DeVore, Secretary

1. **POLICY.** The Department of Juvenile Services (DJS) shall utilize an incentive-based level system of behavioral management for detained youth which promotes the reinforcement of pro-social behaviors. The goal of the system is to emphasize pro-social interactions while consistently encouraging positive behaviors and modifying non-compliant, maladaptive behaviors. Employee training and methods of quality assurance will ensure the integrity and fair application of the behavior management program throughout DJS Detention Facilities.

2. **AUTHORITY.**

American Correctional Association, Standards for Juvenile Detention Facilities, 3-JDF-3C-01; 3-JDF-3C-02; 3-JDF-3C-04; 3-JDF-3C-06; 3-JDF-3C-07; 3-JDF-3C-08; 3-JDF-3C-10 and 3-JDF-3C-12.

3. **DEFINITIONS.**

- a. *Behavior Management Program (BMP)* means a point and level system that offers a full range of incentives that encourage youth to exercise self-control and to demonstrate positive behaviors. The BMP also identifies sanctions to be imposed in proportion to the severity of non-compliant, maladaptive behaviors. The system places responsibility for decisions and behaviors on the youth.
- b. *Interdisciplinary Treatment Team* means the collective group of employees within a residential or non-residential program who jointly manage the care, systematic application of remedies and/or behavior modification programming to effect positive behavior changes in youth.
- c. *Major Rule Violation* means behavior that may cause imminent danger or harm to self or others, or represents an imminent threat to the safety, control, and security of the facility.
- d. *Minor Rule Violation* means behavior that is prohibited by rules and program norms, but is not immediately threatening or dangerous to self, others, or the security of the facility.
- e. *Physical Re-direct* means escorting, gently leading or guiding a youth who is compliant away from the problem area.
- f. *Point Deduction* means points taken away as a result of a youth committing major or minor rule violations. The amount of points deducted is commensurate with the

severity of the misbehavior.

- g. *Seclusion* means the placement of a youth in a locked individual room for a period of time other than for normal sleeping hours.

4. **PROCEDURES.**

a. **General Procedures.**

- (1) DJS detention facilities will use a Behavior Management Program (BMP) that has been approved by the Facility Administrator, Assistant Secretary for Residential Services and the Deputy Secretary for Operations. Every attempt will be made to maintain consistency across facilities while at the same time allowing for creativity and modifications appropriate to individual facilities to positively motivate youth. The *Charles H. Hickey Jr. School Level System Procedure (Appendix 1)* is one example of an approved BMP. The core concept and spirit of each approved program will be consistent with this policy.
- (2) The BMP shall be implemented and youth shall have the opportunity to earn points throughout all daily activities and programs. As points accumulate, the youth shall be promoted to the next higher level. Higher levels will have more privileges and the youth may spend their points on a range of purchased incentives. Each detention facility shall have a range of meaningful incentives available to youth.
- (3) Upon admission to a DJS residential detention facility, admissions staff shall provide each newly admitted youth an orientation to the program and each youth shall have access to a written copy of the BMP. The Facility Case Management Specialist shall meet with the youth to review the BMP. The written version of the BMP should be at a reading level that is easily comprehended by the majority of youth detained in the facility.
- (4) Youth who cannot independently read and comprehend the written version of the BMP shall have the BMP read and explained to him/her by admissions staff. To the fullest extent possible, DJS shall provide youth whose primary language is not English with a copy of the BMP translated from English to their primary language. Employees may also provide youth with access to the BMP through alternative methods, including accommodations identified in the DJS Accessibility for Youth with Hearing Impairments and Communicating with Limited English Proficient Persons policies.
- (5) A brief overview of the BMP shall be provided for all parents or guardians along with information about the facility (e.g., visiting hours, rules and codes of conduct). Facility case management staff shall telephone parents or guardians directly to share information and answer questions regarding the facility and/or the BMP within 72 hours of a youth's admission. Parents or guardians who cannot read and/or comprehend the written

material and need additional assistance after the initial telephone call shall be provided assistance through alternative methods, including accommodations identified in the DJS Accessibility for Youth with Hearing Impairments and Communicating with Limited English Proficient Person policies. Upon request, a written copy of the BMP will be made available for parents or legal guardians.

- (6) Employees working with youth shall:
- (i) Know and understand the rules of the facility and the rationale for the rules,
 - (ii) Receive training on the BMP and its implementation,
 - (iii) Be able to articulate the facility's rules in their interaction with the youth,
 - (iv) Learn ways to encourage pro-social behavior within and between youth,
 - (v) Know and apply rewards and consequences appropriately, and
 - (vi) Receive training in adolescent development, the philosophy and utilization of the facility's BMP, and in Crisis Prevention Management (CPM) Techniques.

b. Minor Rule Violations.

- (1) Minor rule violations include, but are not limited to the following:
- (i) Refusing to follow or disobeying directions and/or a direct order which may present a threat to the safety and security of youth, staff and/or the facility, or
 - (ii) Ignoring a verbal prompt for correction by facility employees regarding:
 - (a) Intimidation, excessive glaring or staring to incite another youth,
 - (b) Horseplay,
 - (c) Pants hanging low or shirts not being tucked into pants,
 - (d) Kicking and banging on the doors or windows,
 - (e) Loud talking or shouting,
 - (f) Minor physical contact with other youth,
 - (g) Placing hands down pants,
 - (h) Using profanity,
 - (i) Threats to harm other youth or staff, whether verbal or through gesture, or
 - (j) Exiting an area without permission.
- (2) When a youth engages in a minor rule violation, employees shall use the following corrective intervention options:
- (i) Acknowledge the offending behavior by verbally identifying it and asking the youth to stop,

- (ii) If the youth does not control his/her behavior, take the youth aside and engage the youth in conversation to inquire as to the purpose of the behavior and suggest alternative ways to resolve or view the issue while communicating to the youth the inappropriateness of the behavior,
 - (iii) Redirect youth away from the inappropriate behavior to a pro-social activity,
 - (iv) Contract, as appropriate, (either verbally or per written behavior contract) with the youth,
 - (v) Deduct points based upon the Facility Operating Procedure (FOP) for behavior management,
 - (vi) Recommend imposing activity restrictions, as appropriate, in proportion to the behavior displayed by the youth. Imposed activity restrictions shall be in compliance with the DJS Recreational Activities Policy and may be applied to only one session or one 24 hour period (e.g., movie, TV, basketball, visit to the canteen). Restricting a youth from an activity shall not exceed 24 hours without the approval of the Facility Administrator or designee, or
 - (vii) Refer youth to behavioral health staff (mental health, substance abuse and facility case management) for counseling in an effort to positively modify his/her behavior.
- (3) If the problem is unresolved and the behavior escalates, employees may consider the youth's behavior a higher risk and employees may request assistance from a supervisor or from the Interdisciplinary Treatment Team.
- (4) If the problem is resolved the youth shall continue with regular program activity.

c. Major Rule Violations.

- (1) Major rule violations include, but are not limited to the following:
- (i) Attempted escape,
 - (ii) Attempted sexual assault,
 - (iii) Being in an unauthorized area,
 - (iv) Damage to or destruction of property,
 - (v) Escape,
 - (vi) Instigating a confrontation between others,
 - (vii) Instigating or participating in a group disturbance,
 - (viii) Possession of contraband in accordance with Facility Operating Procedure for searches,
 - (ix) Possession of suspected illegal substance or paraphernalia,
 - (x) Repeatedly disobeying a direct order which threatens the safety and security of others or the facility,
 - (xi) Sexual assault,
 - (xii) Spitting or biting,

- (xiii) Stealing,
- (xiv) Throwing objects with the intent of doing bodily harm, and
- (xv) Writing gang graffiti or flashing gang signs.

(2) When a youth engages in a major rule violation, employees shall use the following corrective intervention options whenever possible prior to utilizing more restrictive interventions such as physical restraint or seclusion:

- (i) Intervene immediately to prevent the behavior from escalating by making their presence known and, as necessary, calling for assistance,
- (ii) Provide the youth with direct verbal commands,
- (iii) Encourage the youth to engage in conversation by talking with or counseling the youth,
- (iv) Recommend alternative ways to resolve or view the problem while communicating to the youth the inappropriateness of the behavior,
- (v) Use the physical re-direct technique to guide the youth in a non-aggressive, non-threatening manner away from a problematic or crisis situation,
- (vi) Request involvement from any member of the Interdisciplinary Treatment Team or administrative staff to assist the youth through counseling to positively modify his/her behavior,
- (vii) Remove the youth from activity and when deemed necessary schedule a meeting with the Interdisciplinary Treatment Team to address the youth's behavior. Restricting a youth from a specific activity shall not exceed 24 hours without the approval of the Facility Administrator or designee and the activity restriction shall be in accordance with Recreational Activities Policy, or
- (viii) Deduct points based upon the Facility Operating Procedure for behavior management.

(3) Whenever a youth commits a major rule violation, employees shall complete a ***DJS Incident Reporting Form (Appendix 2)***, in accordance with the Department's Incident Reporting Policy.

d. Appeals.

A youth is entitled to initiate a written or informal grievance if dissatisfied with points earned, sanctions imposed or to address an alleged rule violation in accordance with the Department's Youth Grievance Policy.

e. School.

(1) The DJS Superintendent and Managing Director of Educational Services or designee will coordinate with the Principal or senior on-site education administrator to ensure all education personnel are aware of and trained on the implementation of the facility's BMP.

- (2) Teachers shall be the primary staff awarding points and identifying consequences, with input from direct care employees during the school day, while youth are in class.
- (3) The Principal or senior on-site education administrator or designee shall process with youth on their return to school after being in seclusion for an incident that occurred in school.

f. Behavior Management Plan.

- (1) A Behavior Management Plan shall be initiated for a youth who has committed a major rule violation.
- (2) The Behavioral Health Staff shall initiate the Behavior Management Plan and coordinate a meeting with the Interdisciplinary Treatment Team.

g. Record Keeping and Documentation.

- (1) At the beginning of each shift, the Resident Advisor shall obtain a Daily Point Sheet for his/her unit.
- (2) Throughout the day, the Resident Advisor shall keep a complete and accurate tally of points earned or deducted for each youth assigned to their unit.
- (3) At the end of the day, the Resident Advisor shall submit the Daily Point Sheet to the Resident Advisor Lead/Resident Advisor Supervisor.
- (4) The third shift Resident Advisor shall:
 - (i) Verify and review documentation for any offenses in which a youth was involved,
 - (ii) Tabulate each youth's points for the day, and
 - (iii) Record and display each youth's total points reflecting the youth's level in a common area of the unit visible to all youth.
- (5) The Facility Case Management Specialist shall review daily the points of youth and if a discrepancy is found, the Facility Case Management Specialist shall make any corrections and notify the Resident Advisor and the youth.
- (6) When a youth is transferred from one DJS detention facility to another DJS detention facility, the transferring supervisory staff shall complete a Transfer Alert and forward the youth's base file or copies of all information in the base file to the receiving facility. This shall include a record of the youth's total earned points and current level status.

- (7) The supervisory staff of the receiving facility shall review the record of the youth's total earned points and current level status and notify the youth's Facility Case Management Specialist who shall ensure the youth is placed on their earned level.
- (8) The Facility Administrator or designee will review monthly the continuity of the BMP to determine the program's proper application and effectiveness.
- (9) The DJS Quality Improvement Unit will review the BMP at least bi-annually and more often as needed to ensure the program is being applied effectively, meaningful incentives are available and sanctions are in proportion to the behaviors displayed by youth.

5. DIRECTIVES/POLICIES AFFECTED.

- a. Directives/Policies Rescinded - None.
- b. Directives Referenced - MGMT-2-01 (Incident Reporting Policy)
MGMT-1-04 (Accessibility for Youth with Hearing Impairments Policy)
MGMT-01-07 (Youth Grievance Policy)
HR-1-03 (Communicating with Limited English Proficient Persons Policy)
RF-08-07 (Recreational Activities Policy)

6. LOCAL IMPLEMENTING PROCEDURES REQUIRED. Yes.

7. FAILURE TO COMPLY.

Failure to obey a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

Appendices - 2

- 1. Charles H. Hickey Jr. School Level System Procedure
- 2. DJS Incident Reporting Form

DEPARTMENT OF JUVENILE SERVICES
Charles H. Hickey Jr. School
LEVEL SYSTEM PROCEDURE

SUBJECT: Behavior Management Program

APPLICABLE TO: All Units

EFFECTIVE: December 20, 2007

APPROVED: _____
Superintendent

I. PURPOSE:

Residents of juvenile institutions are most often characterized as having demonstrated anti-social, non-compliant, maladaptive behaviors. Thus, a system of behavioral management that is incentive driven and stresses the re-enforcement of positive, pro-social behaviors is needed to alter, change and or modify those behaviors. The end result of such a system is to instill positive, pro-social interactions the youth can continue even upon their return to the community.

II. DEFINITIONS:

As used in this procedure, the following definitions will apply.

- A. Level System - A system of behavioral management that rewards residents for displaying positive behavior through earning points.
- B. Points - The units of measurement used to determine a resident's successful completion of specific tasks.
- C. Level - The rank attained by a resident through the accumulation of points.
- D. Point Reduction - A negative consequence imposed for the violation of Unit and facility norms.
- E. Norms - Rules and regulations of the facility and Unit.
- F. Incentive/Reward - A tangible product/activity earned as the result of a resident attaining level status.

- G. Privilege - A Unit practice related to each Level of achievement.
- H. Buying Power - All points over 1000 enables a resident to purchase incentives and rewards.

III. GOALS OF THE POINT/LEVEL SYSTEM:

The underlying concept of the level system is that of behavior modification. It is viewed as a teaching tool using positive reinforcement to change behavior, and is to be used in conjunction with other problem solving techniques such as: Anger Management; Conflict Resolution and Positive Reinforcement. The goals of the system are:

1. Teaching of positive, pro-social behaviors.
2. The reinforcement of positive, pro-social behaviors.
3. Identifying and setting goals of achievement.
4. Rewarding positive, pro-social behaviors through earning privileges and purchasing incentives.

IV. PROCEDURES:

- A. Points are awarded to a resident for displaying positive behaviors which are a method of behavior modification. The points earned direct movement through the level system and can be spent at the facility commissary.
 1. It is possible to earn 100 points daily if the resident displays positive behaviors in all aspects of the daily program, and adheres to all facility norms. Points will begin to accumulate on a resident's first full day in the facility.
 2. Earned points are utilized to advance a resident through the levels (OL thru IV).
 3. Residents earn points by adhering to the daily program and facility norms. Points may only be deducted for displays of negative behaviors. It is the responsibility of each resident to adhere to all facility norms in order to ensure that he earns all the possible daily points and maintains all accumulated points.
- B. Levels identify the rank a resident has achieved through the attainment and maintaining of points. There are five levels of achievement a resident can attain while at Charles H. Hickey Jr. School.

Orientation Level (OL)	0-299 points
Level I	300-999 points
Level II	1000-1999 points
Level III	2000-2999 points
Level IV	3000 points and over

- a. If a resident drops below 1000 points because his behavior has begun to regress, he will forfeit the opportunity to enjoy commissary until he again has 1050 or more points,
- b. Residents must maintain 1000 points to remain on Level II,
- c. Residents must maintain 2000 points to remain on Level III,
- d. Residents must maintain 3000 points to achieve Level IV (The Bears Club).

If a youth needs to be transferred to a different unit, he will maintain his existing points. His number of points will be identified on his Unit Assignment Slip.

C. Points can be deducted from a resident for committing Minor or Major Rule Violations.

1. A resident can only lose the points accumulated in the programmatic area in which a Minor Violation occurs for his first violation during a shift.

a.	School/World of Work (WOW)	30	(15 pts. AM & 15 pts. PM)
b.	Group	20	
c.	Recreation	10	
d.	Daily hygiene	10	
e.	Meals	10	
f.	Unit Life	20	

Total possible daily = 100

2. On weekends and any non-school days, every youth will have the opportunity to earn 30 points by participating appropriately in activities occurring during the hours youth would be attending school on a school day.
3. If a resident commits a Major Offense, all accumulated points may be lost based on the severity of the offense.

D. The following is a list of incentives that go along with each level attained:

LEVEL I:

- a. Board games/recreational activities, and card playing after school hours and weekends, and
- b. Shower/Bedtime - 8:30 p.m. daily.

LEVEL II:

- a. TV/VCR/DVD - Facility Authorized movies only, board games/recreational activities, and card playing after school hours and weekends,
- b. Shower/Bedtime – 8:45 p.m. Sunday thru Thursday 9:00 p.m. Friday and Saturday,

- c. Allowed to purchase one extra ten minute phone call to Parent or Guardian (50 points), and
- d. Allowed to spend 200 points on commissary.

LEVEL III:

- a. TV/VCR/DVD - Facility Authorized movies only, board games/recreational activities, card playing after school hours and weekends,
- b. Eligible for Unit representative on Youth Advisory Council,
- c. Shower/Bedtime - 9:15 p.m. Sunday thru Thursday 9:30 p.m. Friday and Saturday,
- d. Allowed to purchase two extra ten minute phone calls to parent or Guardian (50 points each), and
- e. Allowed to spend 500 points on commissary.

LEVEL IV:

- a. TV/VCR/DVD – Facility Authorized movies only, board games/recreational activities, card playing after school hours and weekends. All campus wide Level IV incentives and activities including dining with the Superintendent receiving the meal of their choice,
- b. Eligible for Unit representative on Youth Advisory Council and special administrative detail,
- c. Eligible for campus workout and detail after school hours and on weekends. If the resident has a High School Diploma or GED he may participate in the Campus Workout program during school hours,
- d. Shower/Bedtime – 9:45 p.m. Sunday through Thursday, 10:00 p.m. on Friday and Saturday,
- e. Allowed to purchase three extra ten minute phone calls to parent or guardian (50 points each), and
- f. Allowed to spend 800 points on commissary.

Staff must adhere to the above listed shower/bed times. Early bed is strictly prohibited. Additionally, residents may not be required to go to their rooms

prior to showering. The only exception to this rule is the Health Center.

- E. INCENTIVES** - There are two incentive categories, those awarded to a resident as a result of his attaining Level II, (earned incentives), and those that can be purchased by Level II residents.

- 1. Purchased Incentives/Commissary/Special Activities - a youth can only use the amount of points that does not lower their level.

Activities:

Open Gym Night	200 Points
Ice Cream Social	200 Points
Movie Night	200 Points
Spade Night	200 Points
Open Mic Night	200 Points
Music Night	200 Points
Handheld games (1 hour)	100 Points
Walkman (1 hour)	100 Points
PlayStation (1/2 hour)	200 Points
PlayStation (1 hour)	400 Points

Commissary:

Hershey Bar	200 Points
Snickers Bar	200 Points
Reese Cups	200 Points
M & M's	200 Points
Skittles	200 Points
Starburst	200 Points
Donuts (Chocolate)	100 Points
Donuts (Glazed)	100 Points
Crunch and Munch	200 Points
Chico Stick	50 Points
Chips	150 Points
Oreos	150 Points
Chips Ahoy	150 Points
Nutter Butters	150 Points
Capri Sun	125 Points
Gatorade	150 Points
Water (flavored)	150 Points
Twizzlers	100 Points
Stationary	150 Points
Lotion	100 Points
Irish Spring	150 Points
Lever 2000	100 Points
Towel & Washcloth	500 Points

2. Earned Incentives - To be conducted by Recreation /Specialized Staff, points will not be deducted for the following activities:
 - a. Eligibility for Detail

- b. Bingo Night
- c. Chess/Checker Night
- d. Poetry/Rap Night
- e. Letter Writing

Staff are encouraged to promote positive behavior so all youth can achieve and maintain a minimum of Level II status. Residents cannot be given extra points by staff for performing daily routine responsibilities mandated by Unit and facility norms.

*******NO EXTRA/ BONUS POINTS EVER GIVEN FOR ANY REASON*******

F. NORMATIVE BEHAVIOR

1. POSITIVE BEHAVIORS:

- a. Practicing control and anger management,
- b. Exhibiting patience with others,
- c. Demonstrating courtesy,
- d. Accepting criticism in a positive manner,
- e. Demonstrating good listening skills,
- f. Communicating concerns with staff in a positive manner,
- g. Being cooperative with others in task completion,
- h. Assisting peers in understanding facility and unit norms,
- i. Being on task and productive in school,
- j. Taking pride in a clean room (bed properly made, no graffiti on floors, walls or ceiling),
- k. Understanding the differences in other people and respecting their feelings,
- l. Respecting property, and
- m. Improving ones behavior.

2. RESIDENT DO'S - Residents are required to adhere to the following:

- a. Communicating without using profanity,
- b. Keep uniform shirts tucked in at all times,
- c. Keep shorts and pants worn at the appropriate level on the waist,
- d. Maintain proper hygiene,
- e. Maintain a decent haircut and good grooming habits at all times,
- f. Participate in Academic program,
- g. Participate in Recreation Program,
- h. Participate in Evening Mental Health/Life Skills Groups,
- i. Follow all rules of the Facility,
- j. Adhere to all norms of the Unit,
- k. Respect oneself and others,
- l. Respect staff at all times, and
- m. Fully participate in the Charles H. Hickey School Behavior Management

Program and earn points toward a higher level.

G. POINT DEDUCTIONS:

1. Minor Rule Violations will result in the following:
 - a. First violation – verbal warning
 - b. Second violation – verbal warning with prompt
 - c. Third violation – points will be deducted

2. The following is a list of Minor Rule Violations for which points will be deducted on the third violation:

a. Refusing to follow or disobeying a staff directive	25 Points
b. Intimidation, excessive glaring or staring to incite another youth	25 Points
c. Horseplay	50 Points
d. Pants hanging low or shirts not being tucked into pants	50 Points
e. Kicking and banging on the doors or windows	25 Points
f. Loud talking or shouting	25 Points
g. Minor physical contact with other youth	50 Points
h. Placing hands down pants	50 Points
i. Using profanity	75 Points
j. Threats to harm other youth or staff, whether verbal or through gestures	100 Points
k. Exiting area without permission	50 Points
l. Not in parade rest	20 Points
m. Talking back/Disrespect to staff	100 Points
n. Sleeping in class	25 Points
o. Gambling/Betting	50 Points
p. Taking food out of the dining area	50 Points
q. Not lining up when told by staff	50 Points
r. Not wearing tennis shoes	50 Points
s. Refusing hygiene	50 Points
t. Trading food/snacks	50 Points
u. Tampering with safety/security equipment	100 Points
v. Using telephone without permission	150 Points

3. The following is a list of Major Rule Violations for which points will be deducted on the first violation:

a. Being in an unauthorized area	500 Points
b. Damage to or destruction of property	500 Points
c. Fighting	500 Points
d. Instigating a confrontation between others	500 Points
e. Possession of contraband as delineated by the F. A.	200 Points
e. Spitting or biting	200 Points

- g. Stealing 500 Points
 - h. Writing gang graffiti or flashing gang signs 500 Points
4. The following is a list of Major Rule Violation for which all points will be deducted on the first violation:
- a. Attempted escape
 - b. Escape
 - c. Instigating or participating in a group disturbance
 - d. Possession of suspected illegal substance or paraphernalia
 - e. Repeatedly disobeying a direct order which threatens the safety and security of others or the facility
 - f. Throwing objects with the intent to do bodily harm
 - g. Unprovoked assault

H. RECORD KEEPING:

1. Designated staff persons shall be assigned the task of maintaining an accurate record of points earned and deducted on a daily basis. The 10-6 overnight shift will tally up the points and record the points on the Unit point/level board.
2. All points earned and/or deducted shall be maintained on the Unit point/level board which is visible to all residents. Points shall be tallied and posted daily by the overnight Unit staff.
3. Unit staff are to carry the point log book with them to each area of the facility.

I. APPEALS PROCESS:

Any resident who loses points has the right to a review and appeals process utilizing the following procedures:

- a. The resident initiates a grievance to the Child Advocate verbally or via the appropriate form in accordance with the Youth Grievance Policy.
- b. If the grievance cannot be resolved by the Unit Manager, the grievance will be directed to the facility Administrator.



Maryland Department of Juvenile Services

INCIDENT REPORTING FORM

Incident Report #: _____

Together Reshaping Young Lives

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Donald W. DeVore
Secretary

A. Date, Time, and Location

Facility: _____ Location within Facility: _____

Date of Incident: _____

Time of Incident: _____

Staff Filing Report: _____

Date Reported: _____

Title: _____

Time Reported: _____

Staff Involved: _____

B. Type of Incident (Choose as many as apply)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> AWOL of Youth(s) | <input type="checkbox"/> Alleged Inappropriate conduct/comments by staff | <input type="checkbox"/> Alleged Inappropriate conduct/comments by youth | <input type="checkbox"/> Alleged Neglect (DJS custody/supervision) |
| <input type="checkbox"/> Alleged Neglect (Not in DJS custody/supervision) | <input type="checkbox"/> Alleged Physical Child Abuse (DJS custody/supervision) | <input type="checkbox"/> Alleged Physical Child Abuse (Not in DJS Custody/Supervision) | <input type="checkbox"/> Alleged Sexual Contact/Abuse (DJS custody/supervision) |
| <input type="checkbox"/> Alleged Sexual Contact/Abuse (Not in DJS Custody/Supervision) | <input type="checkbox"/> Alleged Sexual assault youth on youth (DJS custody/supervision) | <input type="checkbox"/> Alleged Sexual assault youth on youth (Not in DJS Custody/Supervision) | <input type="checkbox"/> Alleged Youth on Staff Physical Assault |
| <input type="checkbox"/> Alleged Youth on Staff Sexual Assault | <input type="checkbox"/> Arrest of youth(s) | <input type="checkbox"/> Attempted Escape from DJS Custody (off grounds) | <input type="checkbox"/> Attempted Escape from a facility designated by law as a place of confinement |
| <input type="checkbox"/> Attempted Escape from a staff secure facility | <input type="checkbox"/> Automobile Accident Involving DJS Vehicle/Staff | <input type="checkbox"/> Contraband | <input type="checkbox"/> Curfew Violation |
| <input type="checkbox"/> Death of a staff member | <input type="checkbox"/> Death of a staff member while on duty | <input type="checkbox"/> Death of a youth (DJS Custody) | <input type="checkbox"/> Death of a youth (DJS Supervision or Private Program) |
| <input type="checkbox"/> Destruction of property | <input type="checkbox"/> Escape from DJS Custody (off grounds) | <input type="checkbox"/> Escape from a facility designated by law as a place of confinement | <input type="checkbox"/> Escape from a staff secure facility |
| <input type="checkbox"/> Group disturbance resulting in bodily harm/property destruction | <input type="checkbox"/> Group disturbance resulting in no bodily harm/property destruction | <input type="checkbox"/> Law enforcement on grounds for incident, inquiry or allegation | <input type="checkbox"/> Locked door seclusion of a youth for more than eight hours |
| <input type="checkbox"/> Physical Restraint | <input type="checkbox"/> Physical assault youth on youth | <input type="checkbox"/> Physical plant problem | <input type="checkbox"/> Sick youth requiring emergency/hospital care |
| <input type="checkbox"/> Staff charged with criminal behavior, including DUI | <input type="checkbox"/> Suicide Ideation, Gesture, Attempt or Behavior. | <input type="checkbox"/> Youth requiring non-routine off grounds medical care (Sports or non incident related injury) | <input type="checkbox"/> Youth requiring on grounds medical care (Sports or non incident related injury) |
| <input type="checkbox"/> Other: _____ | | | |

Glossary of Terms

AWOL: Involves only group homes.

Alleged Physical or Sexual Abuse or Neglect (not in DJS custody or supervision): When a youth alleges that he or she was abused or neglected by a parent, guardian or other non DJS or group home staff

Alleged Physical or Sexual Abuse or Neglect (in DJS custody or supervision): When a DJS youth alleges that he or she was abused or neglected by another youth or staff person while in DJS custody or in a group home.

Escape from a facility designated by law enforcement as a place of confinement: This only includes Hickey, Cheltenham, BCJJC, WMCC, LESCC, Noyes, Waxter, Victor Cullen Center and DJS Youth Centers.

Attempted Escape from a facility designated by law enforcement as a place of confinement: This only includes Hickey, Cheltenham, BCJJC, WMCC, LESCC, Noyes, Waxter, Victor Cullen Center and DJS Youth Centers.

Escape from DJS Custody (off grounds): When a youth in DJS custody assigned to Hickey, Cheltenham, BCJJC, WMCC, LESCC, Noyes, the Youth Centers, Thomas O'Farrell, MYRC, Waxter or Victor Cullen Center is taken off grounds (for example, to a doctors appointment) and escapes from the transporting staff.

C. Youth Involved

Assist # (if applicable) _____		Name _____	
Role in Incident	<input type="checkbox"/> Youth Involved	<input type="checkbox"/> Youth Witness	<input type="checkbox"/> Other: _____
Physical Restraint Used	<input type="checkbox"/> Cradle Seated	<input type="checkbox"/> Cradle Standing	<input type="checkbox"/> Cradle Wrap <input type="checkbox"/> None
	<input type="checkbox"/> Passive Escort	<input type="checkbox"/> Passive Restraint	<input type="checkbox"/> Passive Restraint Seated <input type="checkbox"/> Pivot and Parry
	<input type="checkbox"/> Shoulder Support	<input type="checkbox"/> Side Restraint	<input type="checkbox"/> Therapeutic Escort <input type="checkbox"/> Therapeutic Restraint
	<input type="checkbox"/> Other: _____		
Injury Sustained?			
Duration of Physical Restraint	<input type="checkbox"/> 01 - 15 Min.	<input type="checkbox"/> 16 - 30 Min.	<input type="checkbox"/> 31 - 45 Min. <input type="checkbox"/> 46 - 60 Min.
	<input type="checkbox"/> > 60 Min. Explain!.	<input type="checkbox"/> N/A	
Mechanical Restraint Used	<input type="checkbox"/> Flex Cuffs	<input type="checkbox"/> Handcuffs	<input type="checkbox"/> Handcuffs and Leg Irons <input type="checkbox"/> Legirons
Duration of Mechanical Restraint	<input type="checkbox"/> 01 - 15 Min.	<input type="checkbox"/> 106 - 120 Min.	<input type="checkbox"/> 16 - 30 Min. <input type="checkbox"/> 31 - 45 Min.
	<input type="checkbox"/> 46 - 60 Min.	<input type="checkbox"/> 60 - 75 Min.	<input type="checkbox"/> 76 - 90 Min. <input type="checkbox"/> 91 - 105 Min.
	<input type="checkbox"/> > 2hr. Explain!.	<input type="checkbox"/> N/A	
Staff involved in restraint			
De-escalation Efforts Made			
Seclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Location: _____
Duration of Seclusion	<input type="checkbox"/> 01-30 Min.	<input type="checkbox"/> 1-<2 Hr.	<input type="checkbox"/> 2-<4 Hr. <input type="checkbox"/> 31-60 Min.
	<input type="checkbox"/> 4-6< Hr.	<input type="checkbox"/> 6-<8Hr.	<input type="checkbox"/> N/A
Injury Severity Rating	<input type="checkbox"/> 1 - No visible injury or pain	<input type="checkbox"/> 2 - Injury or pain requiring basic first aid treatment only	<input type="checkbox"/> 3 - Injury or pain requiring in facility/program medical treatment beyond first aid <input type="checkbox"/> 4 - Injury or pain requiring assessment/treatment as an outpatient at an outside medical facility
	<input type="checkbox"/> 5 - Injury or pain requiring assessment/treatment as an inpatient at an outside medical facility	<input type="checkbox"/> 6 - Injury resulting in the death of a youth	
Gang Involvement	<input type="checkbox"/> 18th Street	<input type="checkbox"/> ABM	<input type="checkbox"/> None <input type="checkbox"/> Bloods
	<input type="checkbox"/> CBS	<input type="checkbox"/> Crips	<input type="checkbox"/> Langley Park Crew <input type="checkbox"/> MS 13
	<input type="checkbox"/> Sur 13	<input type="checkbox"/> Vatos Locos	<input type="checkbox"/> Other: _____ <input type="checkbox"/> Unknown
Contraband Found	<input type="checkbox"/> Drugs	<input type="checkbox"/> Weapon	<input type="checkbox"/> Other: _____

C. Youth Involved - continued (Make as many copies of this page as required.)

Assist # (if applicable) _____		Name _____	
Role in Incident	<input type="checkbox"/> Youth Involved	<input type="checkbox"/> Youth Witness	<input type="checkbox"/> Other: _____
Physical Restraint Used	<input type="checkbox"/> Cradle Seated	<input type="checkbox"/> Cradle Standing	<input type="checkbox"/> Cradle Wrap <input type="checkbox"/> None
	<input type="checkbox"/> Passive Escort	<input type="checkbox"/> Passive Restraint	<input type="checkbox"/> Passive Restraint Seated <input type="checkbox"/> Pivot and Parry
	<input type="checkbox"/> Shoulder Support	<input type="checkbox"/> Side Restraint	<input type="checkbox"/> Therapeutic Escort <input type="checkbox"/> Therapeutic Restraint
	<input type="checkbox"/> Other: _____		
Injury Sustained?			
Duration of Physical Restraint	<input type="checkbox"/> 01 - 15 Min.	<input type="checkbox"/> 16 - 30 Min.	<input type="checkbox"/> 31 - 45 Min. <input type="checkbox"/> 46 - 60 Min.
	<input type="checkbox"/> > 60 Min. Explain!.	<input type="checkbox"/> N/A	
Mechanical Restraint Used	<input type="checkbox"/> Flex Cuffs	<input type="checkbox"/> Handcuffs	<input type="checkbox"/> Handcuffs and Leg Irons <input type="checkbox"/> Legirons
Duration of Mechanical Restraint	<input type="checkbox"/> 01 - 15 Min.	<input type="checkbox"/> 106 - 120 Min.	<input type="checkbox"/> 16 - 30 Min. <input type="checkbox"/> 31 - 45 Min.
	<input type="checkbox"/> 46 - 60 Min.	<input type="checkbox"/> 60 - 75 Min.	<input type="checkbox"/> 76 - 90 Min. <input type="checkbox"/> 91 - 105 Min.
	<input type="checkbox"/> > 2hr. Explain!.	<input type="checkbox"/> N/A	
Staff involved in restraint			
De-escalation Efforts Made			
Seclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Location: _____
Duration of Seclusion	<input type="checkbox"/> 01-30 Min.	<input type="checkbox"/> 1-<2 Hr.	<input type="checkbox"/> 2-<4 Hr. <input type="checkbox"/> 31-60 Min.
	<input type="checkbox"/> 4-6< Hr.	<input type="checkbox"/> 6-<8Hr.	<input type="checkbox"/> N/A
Injury Severity Rating	<input type="checkbox"/> 1 - No visible injury or pain	<input type="checkbox"/> 2 - Injury or pain requiring basic first aid treatment only	<input type="checkbox"/> 3 - Injury or pain requiring in facility/program medical treatment beyond first aid <input type="checkbox"/> 4 - Injury or pain requiring assessment/treatment as an outpatient at an outside medical facility
	<input type="checkbox"/> 5 - Injury or pain requiring assessment/treatment as an inpatient at an outside medical facility	<input type="checkbox"/> 6 - Injury resulting in the death of a youth	
Gang Involvement	<input type="checkbox"/> 18th Street	<input type="checkbox"/> ABM	<input type="checkbox"/> None <input type="checkbox"/> Bloods
	<input type="checkbox"/> CBS	<input type="checkbox"/> Crips	<input type="checkbox"/> Langley Park Crew <input type="checkbox"/> MS 13
	<input type="checkbox"/> Sur 13	<input type="checkbox"/> Vatos Locos	<input type="checkbox"/> Other: _____ <input type="checkbox"/> Unknown
Contraband Found	<input type="checkbox"/> Drugs	<input type="checkbox"/> Weapon	<input type="checkbox"/> Other: _____

D. The Details

(Describe the incident in detail. Use additional sheets if necessary.)

- 1 What happened just before the incident?

- 2 Who was there when the incident occurred? Number of youth present?
(Include youth, staff and others who were present whether they were
involved or not, and where they were posted.)

- 3 What happened during the incident? (Note length of restraint if applicable)
(Include what the youth did and how all staff who were present responded
e.g. crowd control, videotape, participate in de-escalation/restraint, what the
youth's reaction was, at what point did the youth comply, or not involved.)

- 4 What occurred after the incident? (Exact time of seclusion or details of other
result for youth, medical care needed for anyone and type of medical care,
etc.)

D. The Details - continued

Was this a gang related incident?

- explain:

(Note that membership of a gang does **NOT** automatically imply that the incident is gang related!)

Was the incident videotaped?

☐ Yes

☐ No

If not , explain why not.

E. Notifications

	Name of person notified:	Date/Time Notified:	Notified by:
<input type="checkbox"/> Parent/Guardian	_____	_____	_____
<input type="checkbox"/> Assistant Secretary	_____	_____	_____
<input type="checkbox"/> Area Director	_____	_____	_____
<input type="checkbox"/> On Call Admin.	_____	_____	_____
<input type="checkbox"/> DJS Investigator	_____	_____	_____
<input type="checkbox"/> DJS Child Advocate	_____	_____	_____
<input type="checkbox"/> Director of Capital	_____	_____	_____
<input type="checkbox"/> Local DSS	_____	_____	_____
<input type="checkbox"/> Law Enforcement	_____	_____	_____
<input type="checkbox"/> Program Admin	_____	_____	_____
<input type="checkbox"/> Case Worker	_____	_____	_____
<input type="checkbox"/> Other	_____	_____	_____

F. Authorizations

	Name:	Date/Time Authorized:	Notes:
<input type="checkbox"/> Seclusion Authorization	_____	_____	_____
<input type="checkbox"/> Physical Restraint Authorization	_____	_____	_____
<input type="checkbox"/> Mechanical Restraint Authorization	_____	_____	_____

G. Statements

Statements of **all** youth & **all** staff involved or witnessing the incident should be attached separately to this report. Attached? ☐ Yes ☐ No (If not, explain why not)

This incident report is true and accurate to the best of my knowledge.

 Staff Member Completing Report

 Date

H. SHIFT COMMANDER/SUPERVISOR COMMENTS

(Must include critique of staff's handling of incident including whether decisions/actions could have been improved or whether staff did an exceptionally good job. Comment here so that staff can learn from this incident):

 Shift Commander/Supervisor

 Date

CHECKLIST:

- | | |
|---|--|
| 1. Incident Report #: _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 2. All sections filled out completely? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 3. Supervisor comments filled out? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 4. All youth/witness statements attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 5. Notifications made? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 6. Nurses Report of Injury attached? (+ Photos) | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 7. Signed & dated? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 8. Checked for spelling, grammar and adequate details? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 9. Given to _____ to input? | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 10. Additional supporting documentation attached, if applicable?
(Copies of seclusion sheets, suicide watch forms, etc.) | <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach explanation) |
| 11. Incident Report submitted to Child Protective Services?
(If applicable) | <input type="checkbox"/> Yes <input type="checkbox"/> No Date: __/__/__ |

(Make as many copies of this page as required.)

Date: _____

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the page.

10/29/2007



**MARYLAND DEPARTMENT OF JUVENILE SERVICES
EMPLOYEE STATEMENT OF RECEIPT
POLICY AND PROCEDURE**

SUBJECT: Behavior Management Program for DJS Detention Facilities
POLICY NUMBER: RF-10-07 (Residential Facilities)
EFFECTIVE DATE: January 3, 2008

I have received one copy (electronic or paper) of the Policy and/or Procedure as titled above. I acknowledge that I have read and understand the document, and agree to comply with it.

SIGNATURE

PRINTED NAME

DATE

(THE ORIGINAL COPY MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOR FILING WITH PERSONNEL, AS APPROPRIATE.)